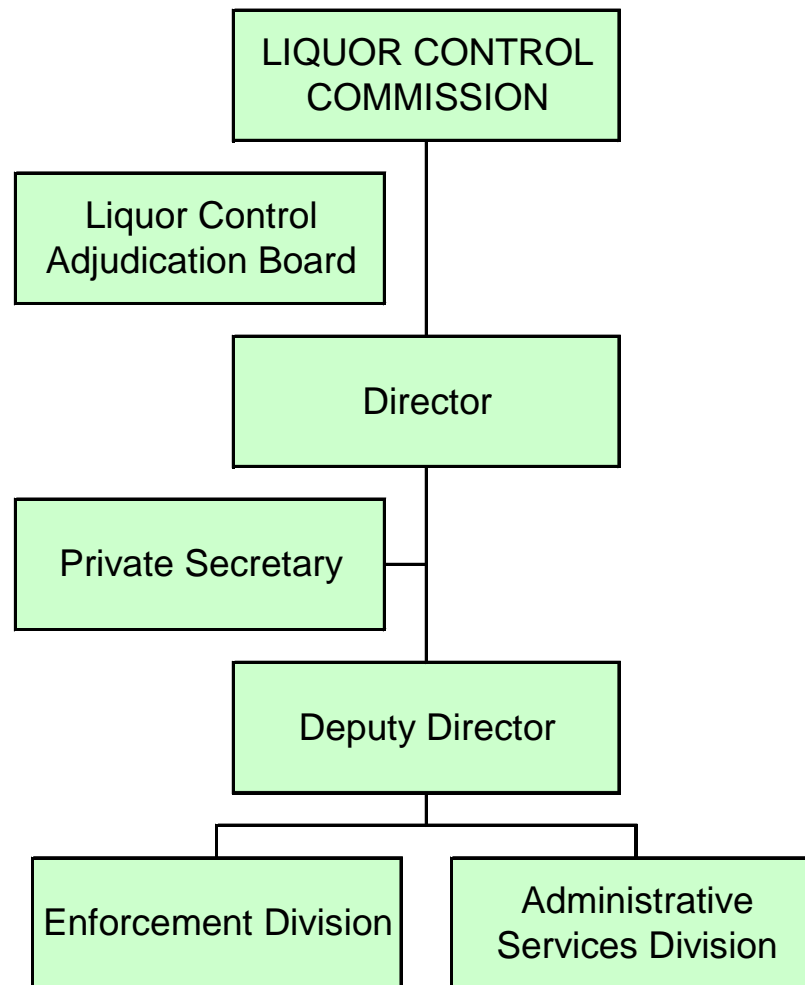


**Departmental Organization Chart**



## Department Summary

### *Mission Statement*

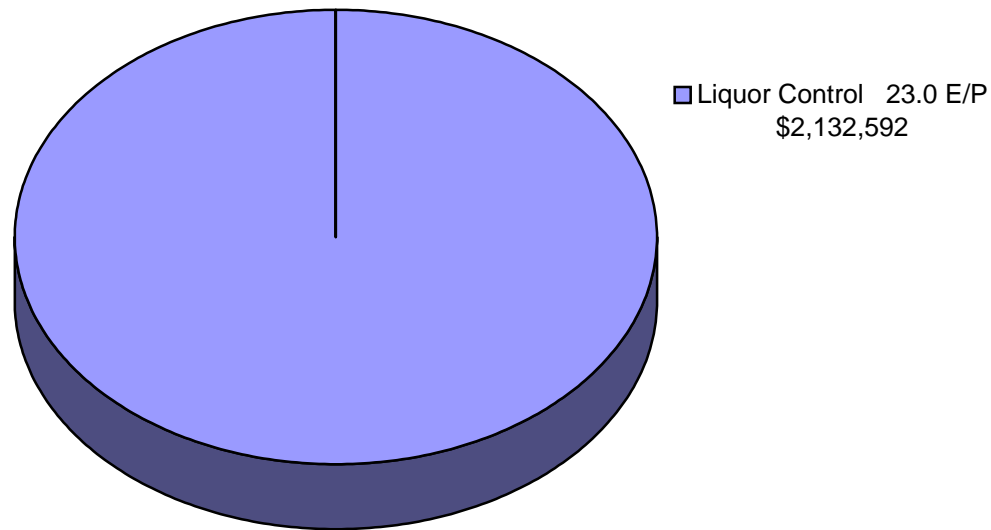
*To protect the health, safety and welfare of the general public by regulating and controlling the liquor industry as it relates to the importing, manufacturing, selling and serving of alcohol.*

### *Department Goals:*

1. To reduce the time for processing of liquor license applications and permit applications by 25%.
2. To reduce Administrative Actions against Liquor licensees by 15%.
3. To provide greater accessibility and services to licensees, their employees, the public, and other governmental agencies.

### *Department Revenues and Expenditures:*

	<u>Liquor Fund</u>	<u>Bond Fund</u>	<u>Federal Funds</u>	<u>State Funds</u>	<u>Lapsed Bond</u>	<u>Park Assessment</u>	<u>Grant Revenue</u>	<u>Total</u>
<b><u>Revenues</u></b>								
<b>Total Revenues</b>	\$ 2,132,592	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,132,592
<b><u>Expenditures</u></b>								
<b>Liquor Control</b>	\$ 2,132,592	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,132,592
<b>Total Expenditures</b>	\$ 2,132,592	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,132,592

**Department Summary*****FY 2004 Budget by Program:***

Includes:  
Liquor Control Commission  
Liquor Control Adjudication Board

Liquor Fund:	\$ \$2,132,592	Liquor Fund E/P:	23.0
Grant Revenue:	\$ 0	Grant Revenue E/P:	0
<b>TOTAL BUDGET:</b>	<b>\$ \$2,132,592</b>	<b>TOTAL EQUIVALENT PERSONNEL:</b>	<b>23.0</b>

## Liquor Control

### *Program Description:*

The Department of Liquor Control is responsible for processing liquor licenses and permit applications, educating licensees' of liquor laws and regulations, inspecting licensees' premises, enforcing liquor laws and regulations and staffing the Liquor Commission and Liquor Control Adjudication Board.

### *Program Goals and Activities:*

<b>GOAL 1</b>	To reduce the time for processing of liquor license applications and permit applications by 25%.
<b>Completion Date</b>	On-going

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
To educate applicants, legal counsels, and/or representatives in the licensing and permit application processes	Administration	Conduct classes on application processes	semi-annual classes	N	
To make forms and applications more accessible	Administration	Create templates on computer disks	Distribution of 35 computer disks with required forms	N	
		Create forms on Department website	19 printable Commission approved forms	N	
Hire an Account Clerk III	Administration	Expansion position	Free up others who cover duties of this position	N	

<b>GOAL 2</b>	To reduce Administrative Actions against Liquor licensees by 15%.
<b>Completion Date</b>	On-going

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
To determine compliance with Rules of the Liquor Commission and the Hawaii Revised Statutes.	Administration/ Enforcement	Inspection of premises	15,000 inspections	N	
	Administration	Conduct educational and certification classes	125 educational classes; 1,000 certified individuals	N	
	Enforcement	Conduct minor decoy operations	147 off-premises stores to be checked	N	

**Liquor Control*****Program Goals and Activities (Continued):***

<b>GOAL 3</b>	To provide greater accessibility and services to licensees, their employees, the public, and other governmental agencies.
<b>Completion Date</b>	On-going

Objective of Activity	Division	FY 2004 Activity	Activity Output	Grant Funded	Grant Amount
To provide a West Maui District Office	Administration/ Enforcement	To provide licensing, permit, liquor education and certification classes, registration and enforcement services	Timely and efficient services	N	

***Program Resources - Liquor Fund:***

Expense Type	FY 2000		FY 2001		FY 2002		FY 2003		FY 2004					
	Actual		Actual		Actual		Appropriation		Request	Expansion	Total			
Equivalent Personnel E/P	19.0		20.0		20.0		21.0		21.0	2.0	23.0			
Salaries and Wages	\$	635,431	\$	660,210	\$	744,606	\$	1,005,704	\$	997,821	\$	28,836	\$	1,026,657
Operations	200,724		487,502		301,067		317,017		350,657		0		350,657	
*Operations Special Cost	468,452		425,060		520,927		703,993		698,475		20,185		718,660	
Equipment	55,271		138,315		84,102		36,118		29,118		7,500		36,618	
Program Total	\$	1,359,878	\$	1,711,087	\$	1,650,702	\$	2,062,832	\$	2,076,071	\$	56,521	\$	2,132,592

***Program Highlights:***

The Department meets regularly and works in partnership with liquor licensees, representatives of their associations, governmental agencies and the public to address and resolve various concerns. This increase in communication has significantly improved the relationship which led to better understanding between parties, and resulted in several joint cooperative efforts at the County and State levels.

The Department responded to many of the concerns by providing additional on-site education and certification classes to licensees, providing an Identification Checking Guide to all licensees, having additional personnel in the administrative services division trained and certified in fingerprinting, providing regular scheduled services to the licensees on the islands of Molokai and Lanai, scheduling public hearings on the outer islands which involved licensees from their specific island so the residents had the opportunity to participate in the process; monitoring and providing testimonies on liquor-related bills at the State Legislature, initiating the process of amending or adopting new rules of the liquor commission, and conducting joint operations with the police using minor decoys to reduce the sales of liquor to minors. Regular scheduled services to Lanai were increased from quarterly to monthly effective July 2003.

***Program Highlights (Continued):***

Licensees, associations representing licensees, and the public have expressed their concerns and are supporting the Department's continued emphasis on its enforcement and prosecution of licensees who violate the laws that deal with the sale, service, or furnishing of liquor to and/or allowing the consumption of liquor by a minor or a person under the influence of liquor. The Department and the Maui Police Department conducted their second annual minor decoy enforcement program. All licensees that were caught selling liquor to the minor decoy plead "no contest" to the charges. The program resulted in a marked increase in licensees and their employees requesting and checking identification of those youthful persons attempting to purchase alcoholic beverages.

The large number of certification examinations reflect a change from the Department's requirement of life-time certification to a 4-year renewal cycle and the requirement that on every licensed premises, a certified person approved by the Director, must be in active charge of the premises at all times when the premises is open for business. Re-certification insures licensees and employees know of any new and/or amendments to the State liquor laws and the Rules of the Liquor Commission.

The amended Rules of the Liquor Commission became effective in July 2002. Department personnel and members of the Liquor Commission received many compliments on the passage of the amended Rules of the Liquor Commission that were reviewed by the Department's Small Business Regulatory Review Committee, which consisted of representatives of various classes of licensees and the Maui Hotel Association.

***Performance Measures:***

	<b>FY 2002 Actual</b>	<b>FY 2003 Estimate</b>	<b>FY 2003 1st Qtr</b>
Licensing applications for renewals and prospective licensees	642	625	125
Permit applications, existing licensees requesting change in operations	255	275	55
Enforcement cases (violation reports)	4,846	4,000	1,070
Certification examinations	1,080	1,500	408
Educational presentations	82	150	36
Violations adjudicated (board actions + director administrative actions)	290	200	79
Number of people holding ID cards	2,145	2,500	548
Inspection of premises	n/a	15,000	6,157
Educational classes	n/a	125	36
Certified persons	n/a	1,000	267
Minor decoy operations	n/a	147	11
Educational classes for applicants	n/a	2	0

# DEPARTMENT OF LIQUOR CONTROL

## Personnel Position Summary

Position	FY 02 E/P Appropriated	FY 03 E/P Appropriated	FY 04 E/P Request
Director of Liquor Control	1.0	1.0	1.0
Deputy Director of Liquor Control	1.0	1.0	1.0
Account Clerk III	1.0	2.0	1.0
Administrative Officer	0.0	0.0	0.0
Chief Liquor Control Officer	1.0	1.0	1.0
Liquor Control Auditor II	1.0	0.0	1.0
Liquor Control Officer Trainee	3.0	0.0	0.0
Liquor Control Officer I	0.0	0.0	3.0
Liquor Control Officer II	5.0	7.0	5.0
Liquor Control Officer III	4.0	6.0	5.0
Liquor Control Officer IV	1.0	1.0	3.0
Private Secretary	1.0	1.0	1.0
Secretary to Boards/Commissions	1.0	1.0	1.0
<b>TOTAL</b>	<b>20.0</b>	<b>21.0</b>	<b>23.0</b>

Equivalent Personnel (E/P) = Full-time equivalents of full- and part-time personnel.